

IMPORTANT NOTICE TO OCCUPANTS

Date: [Insert Date]

Property Address: [Insert Property Address]

To the Occupant(s) of the premises listed above:

This letter serves as formal notice that the property in which you are currently residing is scheduled to be sold at a Trustee's Sale (foreclosure auction) due to a default on the mortgage or deed of trust by the property owner.

Sale Details:

- **Date of Sale:** [Insert Date]
- **Time of Sale:** [Insert Time]
- **Location of Sale:** [Insert Specific Location/Address of Auction]
- **Trustee Name:** [Insert Trustee Name]
- **Trustee Contact Number:** [Insert Phone Number]

Please be advised of the following:

1. **Ownership Change:** Following the sale, the ownership of the property will transfer to the highest bidder or the mortgage lender.
2. **Your Rights:** As an occupant or tenant, you may have legal rights and protections under state or federal law (such as the Protecting Tenants at Foreclosure Act or local landlord-tenant laws). These laws may govern how much time you have to vacate the premises after the sale is completed.
3. **Contact Information:** If you are a tenant with a lease agreement, you are encouraged to contact the Trustee listed above or seek legal counsel to discuss your options and the timeline for any required relocation.
4. **Payments:** Until the sale is finalized, please review your current rental agreement regarding any further rent payments to the current landlord.

This notice is being provided for informational purposes as required by law. It is recommended that you seek independent legal advice to understand your specific rights as an occupant during this process.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]